

**CITY OF DURHAM**

DEPARTMENT OF PUBLIC WORKS  
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- ☐ Engineering
- ☐ Stormwater Services
- ☐ Street Maintenance
- ☐ Transportation

December 3, 2008

MEMO TO: Prospective Bidders

SUBJECT: **Addendum No. 1**  
**City of Durham Contract ST-230: Durham Downtown Gateway Pedestrian Bridge over NC 147**

This addendum provides a reminder of specific items and questions covered during the pre-bid conference for this project. Please add these instructions to the original proposal when submitting your bid. This addendum does not change the original quantities in the proposal.

**1. Contract and Project Management System – Requirements and Workflow:** The Contract will make extensive use of the Primavera Contract and Project Management system. The system consists of two software tools, namely; 1) *Contract Manager* for Contract Management, and 2) *P6* Project Management. The Contractor is required to utilize both software tools as described in this section. If the Contractor is not familiar with this software he/she is highly encouraged to visit the web site [www.primavera.com](http://www.primavera.com) and gain the understanding necessary prior to bidding.

It will be the Contractor's responsibility to provide the appropriate computers and any and all related and necessary peripherals for this use. The computers shall have Windows XP Service Pack 2, installed as an operating system, along with Windows Internet Explorer Version 7 browser for web access. The Primavera *Contract Manager* and *P6* software tools are accessed through the web browser using Java run-time plug-in technologies. The Java plug-in is automatically downloaded and installed during initial web browser access to the software. This process requires "Administrative" privileges on the computer, and the Contractor shall be responsible for this entire process. It is suggested that the broadband connection speed be approximately 1.5 Mbps to allow for responsive data transfer to/from the City network. It is suggested that the computer's operating system be maintained with updates throughout the Contract duration.

City staff will be available for technical advice. However, the City staff will not operate, install, or troubleshoot any of the Contractor's hardware or software issues. The Contractor is solely responsible for the functionality of their computer systems. The City will accept no liabilities arising from the Contractor's use of this software.

## Project Schedule

Upon award of the Contract, the Contractor will receive a Notice to Proceed for Primavera to develop a comprehensive *P6* Schedule. Subsequent to completion and City approval of the *P6* Schedule, the Contractor will receive a Notice to Proceed for Construction. No site work shall commence without receiving the Notice to Proceed for Construction from the City.

Prior to preparation of the *P6* Schedule, the Contractor shall provide a proposed Organization Breakdown Structure (OBS) and Work Breakdown Structure (WBS) to the City for review, comment and approval. The WBS shall reflect the each of the Contract pay items in the bid proposal.

The WBS and overall project schedule in *P6* shall be linked to the Contract as established in Primavera *Contract Manager*. This link will allow for automatic updates of the project schedule as the work is completed and logged into Contract Manager. The Contractor is responsible for periodic manual updates to the *P6* Schedule as determined by the City at the time of the pre-construction meeting.

## Contract Manager Setup

A single project shall be established in *Contract Manager* for the Contract. The project shall have as a schedule of values containing the Contractor's quantity estimate for each pay item in the bid proposal along with the Contract unit price. This will establish a budget for the Contract.

The City staff has developed software which will allow the data described in the paragraph above to be batch loaded into *Contract Manager* via Microsoft Excel spreadsheets to streamline data entry into the *Contract Manager* graphical user interface (GUI). The City will provide the Excel Spreadsheet templates to the Contractor. The Contractor will prepare the schedule of values based on the bid items.

The Contractor will submit the completed spreadsheets to the City staff for review and approval. Once the submittal is approved, the City staff will batch load the project data into *Contract Manager*. The Contractor will be responsible to check and verify the data once it is in *Contract Manager*, and perform any cleanup of the data that may be necessary. The Contractor will complete the setup by testing the linkage between *Contract Manager* and *P6*.

## Daily Report Work Flow, Review and Approval Proces

Once all of the software setup in the paragraphs above is complete and the Contractor has been issued a Notice to Proceed for Construction, the daily report work flow process can begin. The Contractor is responsible for logging daily reports in *Contract Manager* on the next business day following the work performed. The daily reports will be logged individually in *Contract Manager*.

The Contractor shall assign the "ball-in-court" status for the review and approval of each daily report to the Consultant's Inspector assigned to the project. The Consultant's Inspector shall review the daily report the following business day and either approve it if

satisfactory, or assign the “ball-in-court” back to the Contractor with notes indicating the areas of disagreement. The Contractor and Consultant’s Inspector shall work together to come to an agreement on the daily report so that it can be approved prior to the payment process described below.

The Contractor shall use the “Attachments” feature in the Daily Report module to electronically attach any pertinent documents, drawings, or photos.

#### Payment Requisition Process

All payment requisition(s) shall be prepared by the Contractor using the *Contract Manager* software. As each payment requisition is generated, the software will automatically pull-in the quantities from (each of) the daily reports for the period that the requisition is being prepared for. It is important that the daily reports are entered correctly and approved on a timely basis to avoid delay in the payment requisition process. Payment requisitions will not be approved unless they are created using this process.

Once the Contractor has prepared a *Contract Manager* payment requisition, the “ball-in-court” shall be assigned to the Consultant’s Inspector for review and approval. The Consultant’s Inspector shall review the payment requisition in the following business days and either approve it if satisfactory or assign the “ball-in-court” status back to the Contractor with notes which indicate the areas of disagreement. The Contractor and Consultant’s Inspector shall work together to come to an agreement on the contents of the *Contract Manager* payment requisition.

Once the *Contract Manager* payment requisition(s) for the project(s) worked on during a billing period are approved, the Contractor shall print the AIA form(s) from *Contract Manager*. The Contractor shall summarize them into a 702 cover sheet, and incorporate all of the forms into the payment request package which includes other the forms and certificates as described in these contract documents.

#### Issues, Shop Drawings, Photographs and Project Correspondence

*Contract Manager* shall serve as the repository and clearing center for all digital correspondence generated during this project. *Contract Manager* has electronic logs for issues, shop drawings, photographs, project correspondence and e-mail. The *Contract Manager* software allows for the “ball-in-court” to be set on items which need to move back and forth for discussion and resolution prior to approval. The Contractor, and Consultant’s Inspector and staff, shall use these features for all correspondence generated on this Contract.

- 2. Clarify the contract between the Sign Vendor and this project:** The linear LED luminaire (Mark LS1 on Sheets E-1 and E-2) will be furnished and installed by Rodney Sign Company of Holly Springs, NC (919-362-9669). The scope of work for Rodney Sign Company includes installation of transformer boxes for LS1 lighting. Installation of LS1 lighting will take place during daytime while arch is on the ground. The final electrical connection is to be provided by the contractor. Contractor shall contact Rodney Sign Company for a price quote to perform this portion of the work.

- 3. Whether NCDOT breaks out their \$2500/hr fine in increments:** The liquidated damages for lane closure or road closure of NC 147 and ramps is \$2500 per hour. The damages will be pro-rated to 30 minute increments. For example, if the contractor is 5 minutes late, he will be liable for \$1250. If the contractor is 35 minutes late, he will be liable for \$2500.
- 4. Whether the City or the Contractor will be furnishing the road closure electronic signs:** For traffic control, the contractor is required to furnish two changeable message signs as specified in traffic control plans. The note on Drawing R-9 (and any other plan or specification reference) stating that changeable message signs are to be provided by the City of Durham is now void and superseded by this addendum.
- 5. Cameras:** If the City of Durham elects to install cameras on the bridge, the contractor will be responsible for installing camera mounts and some other minor items associated with cameras. The camera installation will be by others.
- 6. Bridge Lighting:** The bridge lighting is all LED. The electrical contractor should be experienced with LED installations.
- 7. Masonry Contractor:** The masonry subcontractor must have the capability of being bonded to perform the work as described on p. 186 of the specifications.
- 8. Preferred Bridge Vendor:** CONTECH is the preferred vendor for this bridge. The vendor used is subject to engineer approval and must be a NCDOT approved vendor. Any contractor proposing to use an alternate vendor must notify the engineer at least six days before the bid opening. If an alternate vendor is approved, contractors will be notified at least three days before the bid opening. This addendum supercedes the prefabricated pedestrian bridge special provision on p. 170 of the project specifications.

Please staple this addendum inside the front cover of the specifications and Initial and Date the acknowledgement of amendments located on Page 37 of the Contract Specifications as acknowledgement of its receipt. If you have any questions, contact me at (919) 560-4326, Ext. 296.

Byron Brady, P.E.  
Senior Contract Engineer